

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Department of Conservation  
801 K Street 22nd Floor Acctg  
Sacramento, CA 95814



Employee Name	<u>LUTHER, BRIDGETT</u>
Expense Dates	<u>11/05/09-12/09/09</u>
Total Expense Amount	<u>611.14</u>
Amount Due Employee	<u>611.14</u>
Form ID	<u>TEA000567185</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	11/05	Lodging	125.50	
2)	11/05	Parking, Auto	18.00	
3)	11/07	Parking, Auto	30.00	
4)	11/07	Gasoline	4.86	
5)	12/03	Lodging	94.08	
6)	12/07	Parking, Auto	15.00	
7)	12/08	Lodging	161.70	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents

Approved  
by:

**TOM J GIBBS**

## Travel & Expense Account Summary

Employee Name BRIDGETT LUTHER  
Expense Dates 11/05/09-12/09/09  
Report Name Nov/Dec 2009

Request Total \$ 611.14  
Direct Charge Total - 0.00  
Travel Advances - 0.00  
Net Due Employee = **611.14**

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Stnford/Okland	201.70
Regular Travel	SGC Workshop	15.00
Regular Travel	Oxy Tour	152.08
Regular Travel	Sustainability	242.36

NOTE: (d)=Direct Charge

DATE	Thu Nov 5	Fri Nov 6	Sat Nov 7							TOTAL
Lodging	125.50									125.50
Dinner	18.00	18.00								36.00
Parking, Auto	18.00		30.00							48.00
Breakfast		6.00	6.00							12.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Gasoline			4.86							4.86
TOTALS	161.50	24.00	34.86							242.36

# Travel & Expense Account Summary

DATE	Thu Dec 3	Fri Dec 4								TOTAL
Lodging	94.08									94.08
Dinner	18.00	18.00								36.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS	112.08	24.00								136.08

DATE	Mon Dec 7									TOTAL
Parking, Auto	15.00									15.00
TOTALS	15.00									15.00

DATE	Tue Dec 8	Wed Dec 9								TOTAL
Lodging	161.70									161.70
Lunch	10.00									10.00
Dinner	18.00									18.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS	189.70	12.00								201.70

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Sustainability	11/05/09	Lodging	125.50	Cash
Regular Travel	Sustainability	11/05/09	Dinner	18.00	Cash
Regular Travel	Sustainability	11/05/09	Parking, Auto	18.00	Cash
Regular Travel	Sustainability	11/06/09	Breakfast	6.00	Cash
Regular Travel	Sustainability	11/06/09	Lunch	10.00	Cash
Regular Travel	Sustainability	11/06/09	Dinner	18.00	Cash
Regular Travel	Sustainability	11/06/09	Incidentals	6.00	Cash
Regular Travel	Sustainability	11/07/09	Breakfast	6.00	Cash
Regular Travel	Sustainability	11/07/09	Parking, Auto	30.00	Cash
Regular Travel	Sustainability	11/07/09	Gasoline	4.86	Cash
Regular Travel	Oxy Tour	12/03/09	Lodging	94.08	Cash
Regular Travel	Oxy Tour	12/03/09	Dinner	18.00	Cash
Regular Travel	Oxy Tour	12/04/09	Breakfast	6.00	Cash
Regular Travel	Oxy Tour	12/04/09	Lunch	10.00	Cash
Regular Travel	Oxy Tour	12/04/09	Dinner	18.00	Cash
Regular Travel	Oxy Tour	12/04/09	Incidentals	6.00	Cash
Regular Travel	SGC	12/07/09	Parking, Auto	15.00	Cash
Regular Travel	Stnford/Okland	12/08/09	Lodging	161.70	Cash
Regular Travel	Stnford/Okland	12/08/09	Lunch	10.00	Cash
Regular Travel	Stnford/Okland	12/08/09	Dinner	18.00	Cash
Regular Travel	Stnford/Okland	12/09/09	Breakfast	6.00	Cash
Regular Travel	Stnford/Okland	12/09/09	Incidentals	6.00	Cash

**Travel & Expense Account  
Summary & Detail**

Comments	
Subject	Comment
Parking, Auto on 11/07/09 for 30.00	Meetings delayed departure to airport, so parked in short-term lot to ensure enough time to catch flight.
Parking, Auto on 12/07/09 for 15.00	Running late to catch flight, so parked in short-term lot.
Gasoline on 11/07/09 for 4.86	Gas for rental car.